User Guide

Section 8.1

Brown Book

Cotton Online Processing System

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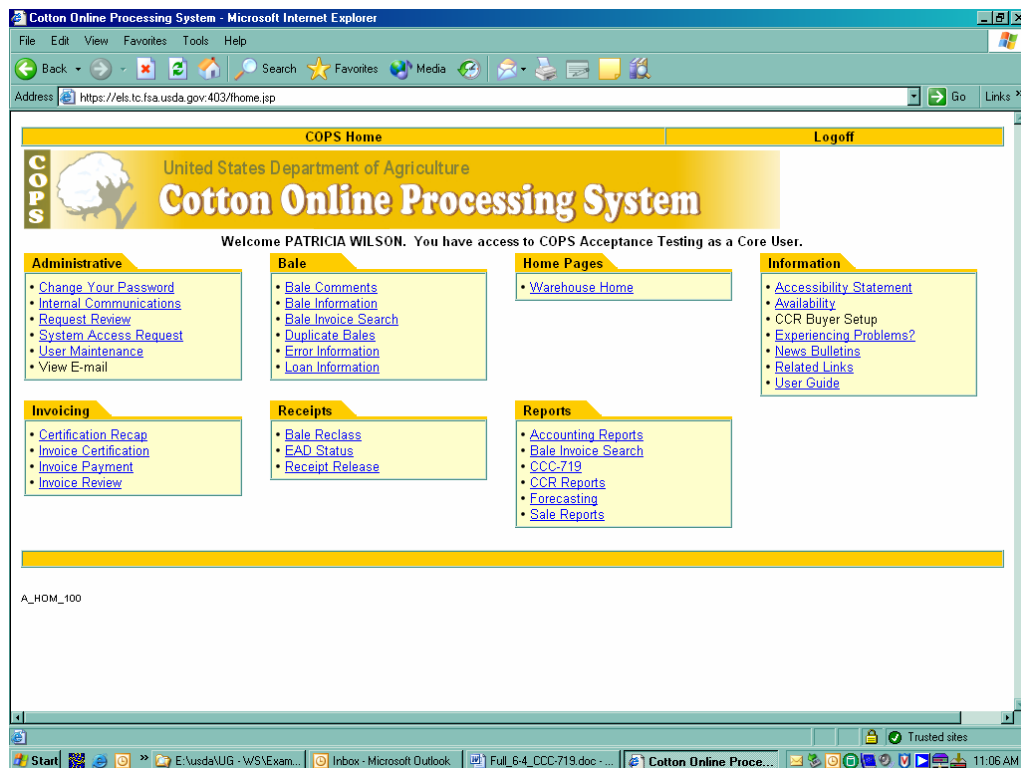## Section 25.1 Brown Book

A. Introduction

The "Brown Book" link under On Line List on the COPS Warehouse Home Page provides the user with the ability to generate Warehouse name and address lists dynamically in either HTML or PDF files (Portable Document Format– see http://www.adobe.com/products/acrobat/main.html).   Access to this link is secured and limited to Core Users, CMA, States, Counties and Examiners.

B. Screens

    1.   **Home Page** (A_HOM_100)

        The **COPS Home Page** allows the User to select options based on their User ID. The allowed options will be underlined, showing that the link is available.
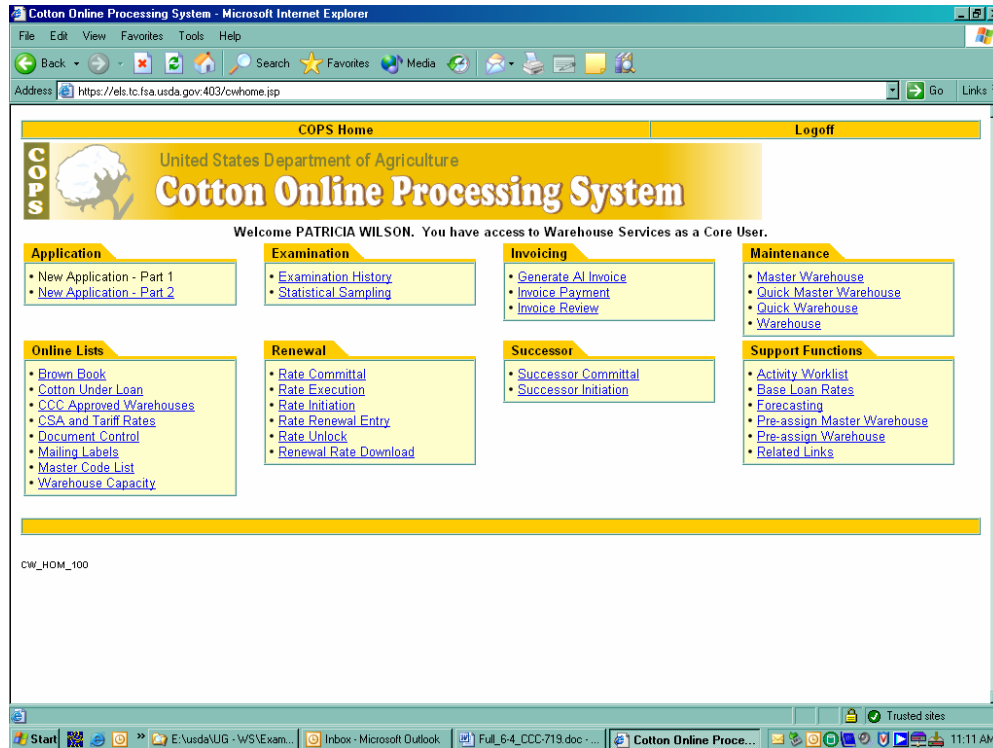
        Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.

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    2.   **Warehouse Services Home Page** (**CW_HOM_100**)

        When the Warehouse Home option under the Home Pages heading is selected, the Warehouse Services Home page is displayed.

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3.   Brown Book screen   (WS_OLIST_100)

When the Brown Book option under the Reports heading is selected the Brown Book Criteria page appears.   Enter a warehouse code, warehouse name, master warehouse code, master warehouse name, warehouse range, master warehouse range or state. Click Generate Report.

If All data is desired do not enter any criteria, Click Generate Report.

Select the radio button for the sorting option required for the Brown Book Report PDF.

If no data was found, the "no records were generated based upon your criteria selection" page will be displayed.

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4. Brown Book Report PDF

The Brown Book Report which is a PDF will appear. The Brown Book Report will display the entered data on the page. If a state was selected from the state download, then the county download will be populated with the valid counties. If there is no criteria selected then the report will be populated with all warehouses for ever state and county.

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C. Brown Book Report Access Instructions

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Step	Action	Results
1.	Selects Warehouse Home link under the HOME PAGES tab on the COPS Home page.	Displays the Warehouse Services Home Page.
2.	Selects Brown Book link under the ONLINE LISTS tab on the COPS Warehouse Services Home Page.	Displays the Brown Book Criteria page.
3.	Enter a warehouse code, warehouse name, master warehouse code, master warehouse name, warehouse range, master warehouse range or state.	Displays the entered data on the page. If a state was selected from the state download, then the county download will be populated with the valid counties.
4	If a state was selected from the state download, then a county may be selected.	Displays the entered data on the page.
5	Select the radio button for the sorting option required for the Brown Book Report PDF.	The radio button will show selected based upon the sort option clicked.
6	Click GENERATE button	COPS creates the Brown Book Report PDF based upon the data entered. If no data was found, the "no records were generated based upon your criteria selection" page will be displayed
7	Click CLEAR button.	COPS clears the data entered on the criteria page and resets the values back to the default values.

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D. Brown Book Report PDF Access Instructions

1	Navigate through the PDF using the Acrobat paging and scrolling features.	The Brown Book Report PDF is scrolled forward and backward.
2	Return to the Brown Book Criteria page using either the BACK button available via Internet Explorer or Netscape.	The Brown Book Criteria page is displayed.

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E. Function Tables for Screens

1. Home Page (CW_HOM_100) Screen Functions

Selection	Description
Brown Book	Link to the Brown Book Report process. The **Brown Book Report** screen will be opened.
Command Buttons	**Functions**
None	

2. Brown Book Criteria (WS_OLIST_100) Screen Functions

Selection	Description
Warehouse Code	Enter specific warehouse code.
Warehouse Name	Enter a warehouse name either by starting with a specific letter containing a specific letter.
Master Warehouse Code	Enter specific master warehouse code.
Master Warehouse Name	Enter a master warehouse name either by starting with a specific letter containing a specific letter.
Warehouse Range	Enter a Warehouse range that may contain a "from and to", "to" or "from" warehouse code(s).
Master Warehouse Range	Enter a Master warehouse range that may contain a "from and to", "to" or "from" master warehouse code(s).
State	Select a State from drop down box.
County	Select a County from drop down box, first must select a state.
Sort By	Select from warehouse name, warehouse code, master warehouse name, state or county. Gives the option of how report will be sorted.
Command Buttons	**Functions**
Generate Report	Creates the Brown Book Report PDF based upon the data entered.
Clear	Clears the data entered on the criteria page and resets the values back to the default values.

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3. Brown Book Report (PDF) **Report Functions**

Selection	Description
Warehouse Code	Unique six digit identifying number used to identify warehouses assigned by Kansas City Commodity Office.
License type code and description	Federally, State or Unlicensed facility
Master warehouse code with number of warehouses in the warehouse.	Unique five digit identifying number used to identify the legal entity of the warehouse
Status code	Warehouse current status
Stop Payment Code	* Currently this field is not being used
Electronic warehouse receipt code	Unique number used to identify an individual bale
Warehouse name and address for primary location	Name of warehouse as shown on Electronic Warehouse Receipt and main location
Warehouse name and address for mailing address	Address used to mail contract documents
Master warehouse name and address	Legal entity name and address
Warehouse name and address for payee	Name and address of institution where physical check would be sent to
Primary warehouse contact with phone number and fax number	Contact information for warehouse
Load out capabilities for truck and rail	Type and weekly handling capabilities
Primary master warehouse contact with phone number and fax number	Contact information for legal entity representative
Bale capacity for all locations	Total capacity of all warehouses, compartments and rooms under warehouse code
Number of locations	Aggregate count of how many cities are included in one code number
Last examination date	Date of original or latest subsequent exam

Date on the last change to the warehouse information	Last time a warehouse updated information
Primary location's state code and name	Identifying two digit number of primary warehouse state
Primary location's county code and name	Identifying three digit number of primary warehouse
Base loan rate for the primary state and county codes	Initial loan rate for primary location
Financial statement month and day	Date of legal entity's annual financial statement
Number of Warehouse	Aggregate count of how many cities are included in one code number
Command Buttons	**Functions**
none	

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F. History / Revision Log

Version #	Date	PSR #	By	Description
2.4	11/15/2006		J.Reagan	New option for User Guide for new CWS menu option to show warehouse information in PDF report form.